



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 4

Development Permits/Approvals

May 2004

Development and Permit Information: (619) 446-5000
Appointments: (619) 446-5300
www.sandiego.gov/development-services

SECTION 4: DEVELOPMENT PERMITS / APPROVALS**Introduction**

Development permit review is a review of architectural and site design plans. The decision maker (staff, Hearing Officer, Planning Commission or City Council) must exercise some discretion in determining whether the proposed development meets the applicable regulations, standards, policies, and guidelines. This section covers applications for development permits and tentative map approvals. If a Development Permit/Approval or a Tentative Map is required, it must be approved before a Construction Permit can be applied for.

**Land Development Manual
Project Submittal Requirements**

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
Section 3	Construction Permits – Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Prior to beginning the preparation of a development permit/approval submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for important information that can save you time in the project submittal process.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided to review the project. This is known as the completeness review. In most cases the completeness review for development permits/approvals will require submittal of one copy of all plans/documents as identified in the Submittal Requirements Matrix, along with a minimum deposit (see Information Bulletin 503, “Fee Schedule for Development & Policy Approvals/Permits”). This is known as the Submitted Completeness Review. The Public Notice Package will not be required as part of the Submitted Completeness Review but will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via FAX, electronic mail or US Mail whether the application is ready to be fully submitted or whether additional information/clarification is required. This review can take up to thirty (30) calendar days.

The completeness review can be done while you wait for certain Approval Types as indicated on the Submittal Requirements Matrix. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees and your application is fully submitted.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, want some confirmation or voice a concern, you may request a second opinion. We guarantee a second opinion upon request.



City of San Diego
Development Services
1222 First Avenue, Ms 302,
San Diego, CA 92101- 4153
www.sandiego.gov/development-services

Submittal Requirements Matrix Development Permits/Approvals

APPROVAL TYPE

See Minimum Submittal Requirements Checklist, Development Permits/Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the information is clearly identified.

*The Public Notice Package is not required for submitted completeness review.

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

	1.0 General Application Package	2.0 Photographic Survey	3.0 Historical Resources Information (143.0210)	4.0 Public Notice Package	5.0 Title Report	6.0 Map Reference Material	7.0 Prior Discretionary Approval Documentation	8.0 Letter of Request	9.0 General Requirements - All Plans	10.0 Development Plan Package	11.0 Landscape Development Package	12.0 Tentative Map	13.0 Map Waiver Exhibit	14.0 Other Technical Studies	15.0 Fees & Deposits [503]
AMENDMENTS (126.0113, 125.0471)	1	1		1			1		✓	1	(1)			(2)	✓
COASTAL DEVELOPMENT PERMIT (126.0702)	1	1	(2)	1					✓	1	(1)			(2)	✓
CONDITIONAL USE PERMIT (126.0303)															
General	1	1	(2)	1					✓	1	(1)			(2)	✓
Telecommunication Facilities															
EXTENSION OF TIME (126.0111, 1250461) (Submitted completeness review not required.)	1	1		1			14	14						(2)	✓
MAP WAIVER (125.0120)	1	1		1	2	2			✓				1	(2)	✓
NEIGHBORHOOD DEVELOPMENT PERMIT (126.0402)	1	1	(2)	1					✓	1	(1)			(2)	✓
NEIGHBORHOOD USE PERMIT (126.0203)															
General	1	1	(2)	1					✓	1	(1)			(2)	✓
Home Occupation (Submitted completeness review not required.)	1			1				2							✓
Sidewalk Café (Submitted completeness review not required.)	See Information Bulletin 523 -How to Obtain a Neighborhood Use Permit for a Sidewalk Cafe														



City of San Diego
Development Services
1222 First Avenue, Ms 302,
San Diego, CA 92101- 4153
www.sandiego.gov/development-services

Submittal Requirements Matrix Development Permits/Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)														
See Minimum Submittal Requirements Checklist, Development Permits/Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the information is clearly identified. *The Public Notice Package is not required for submitted completeness review.	1.0 General Application Package	2.0 Photographic Survey	3.0 Historical Resources Information (143.0210)	4.0 Public Notice Package	5.0 Title Report	6.0 Map Reference Material	7.0 Prior Discretionary Approval Documentation	8.0 Letter of Request	9.0 General Requirements - All Plans	10.0 Development Plan Package	11.0 Landscape Development Package	12.0 Tentative Map	13.0 Map Waiver Exhibit	14.0 Other Technical Studies	15.0 Fees & Deposits [503]
Pushcart (Submitted completeness review not required.)	See Information Bulletin 534 - How to Obtain a Neighborhood Use Permit for Pushcarts														
Telecommunication Facilities	See Information Bulletin 536 - Submittal Requirements and Procedures for Telecommunication Facilities														
PLANNED DEVELOPMENT PERMIT (126.0602)	1	1	(2)	1					✓	1	1			(2)	✓
PRELIMINARY REVIEW	See Information Bulletin 513, Preliminary Review														
PUBLIC PROJECT ASSESSMENT	See Information Bulletin 510 - Assessment of Public Projects														
REZONE	See Section 6 – Policy Approvals														
SITE DEVELOPMENT PERMIT (126.0502)	1	1	(2)	1					✓	1	(1)			(2)	✓
SUBSTANTIAL CONFORMANCE REVIEW (126.0112)	See Information Bulletin 500 - Substantial Conformance Review														
TEMPORARY USE PERMIT (123.0402)	See Section 2 - Construction Permits - Structures														
TENTATIVE MAP (125.0410) or Tentative Map Amendment	1	1	(2)	1	2	2			✓		(1)	1		2	✓
VARIANCE (126.0802)	1	1	(2)	1					✓	1	(1)				✓
LEGEND: 1 = Number of Copies Required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans required (142.042) = Land Development Code Section Reference [000] = Information Bulletin Number															



City of San Diego
Development Services
1222 First Avenue, MS-302
San Diego, CA 92102-4153
www.sandiego.gov/development-services

Minimum Submittal Requirements Checklist Development Permits

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	General Application (DS-3032): See instructions on back of application for more detail.
1.2	Parcel Information Checklist (DS-302): See instructions on the checklist for more detail.
1.3	Ownership Disclosure Statement (DS-318): See instructions on form for more detail.
1.4	Proof of Ownership/Legal Lot Status: Provide a copy of the current Grant Deed as proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, also provide a Grant Deed bearing a County Assessor’s Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed.
1.5	Assessor's Map Page: The project location must be outlined using a bright-colored, high-lighting marker that will not obscure the print.
1.6	800:1 Scale Engineering Map: The project location must be outlined using a bright-colored, high-lighting marker that will not obscure the print. These map pages are available for purchase at the Development Services Department Records Center, located at 1222 First Avenue.
1.7	Storm Water Requirements Checklist (DS-560): Required for projects proposing site development.
1.8	Conditional - Affordable Housing Requirements Checklist (DS-530): Required for all residential projects proposing 2 or more units.
1.9	Conditional: Child Care Center Hazardous Materials Substance Approval Form (DS-527): Must be completed for projects proposing a Child Care Center.
1.10	Conditional: Off-Sale & Public Premises Licenses Form: Required for Alcoholic Beverage Outlet Conditional Use Permit. Provide completed Form 23958.4, provided by the California Department of Alcoholic Beverage Control (ABC). This form lists the number of licenses allowed in your census tract; the number of existing licenses; and the crime rate. <u>This form must be signed by the San Diego Police Department prior to submittal.</u>

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
1.11	Recommended: Proof of Additional Notice: For a condominium conversion tentative map or map waiver project, proof that the additional noticing requirements per Municipal Code Section 125.0431 have been met must be provided prior to scheduling the public hearing.	
2.0	PHOTOGRAPHIC SURVEY	
2.1	Photograph Content: Photographs must be taken from the project boundaries at four or more locations, <u>with on and off site views</u> , including any slopes. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site. The photo survey should include views for evaluating factors such as the need for brush management, vegetation, environmental adjacency issues, and/or comparisons between the proposed project and the existing neighborhood.	
2.2	Key Map: The photographs should be in color (minimum size 3"x 5" and maximum size of 8" x 10") should be placed in an envelope (not mounted), and include a map with key indicating the location and direction each photograph was taken.	
2.3	Recommended - Digital Photos: In addition to the print photos, if available, please provide a CD-R containing digital photos submitted for the "Photographic Survey" requirement. The photos should be saved in the .jpg format, numbered consistent with the provided key map, and sized no smaller than 3" x 5" and no larger than 8" x 10".	
3.0	HISTORICAL RESOURCES INFORMATION	
3.1	Conditional - HISTORICAL RESOURCE: If the development proposes demolition or external alteration of a structure that is 45 or more years old and is not a designated historical resource, provide:	
3.1.1	Photographs: Photographs of the site, including each facade, with the street address clearly visible; details of windows, siding and eaves; and streetscape views. These photos must be submitted separately from the Photographic Survey.	
3.1.2	Permit Records: Records of building permits. See Records Section, 2 nd Floor Development Services Center, 1222 First Avenue, San Diego, 92101 or call (619) 446-5200.	
3.1.3	Assessor Building Record: The Building Record is available from the County of San Diego. Please call (858) 505-6262 to verify where your Building Record information is located. You will have to provide the Assessor Parcel Number to receive the Residential, Commercial, Industrial or Service Station records. The County Assessor will only release this information to the owner of record or their authorized agent with an authorization letter from the owner.	
3.2	Conditional - ARCHAEOLOGICAL RESOURCE: If your site involves soil excavation and is on the Historical Resource Sensitivity Maps then the following is also required to evaluate for impacts to archaeological resources:	
3.2.1	Topography: As-built grading plans or topographic map of the existing site.	
4.0	PUBLIC NOTICE PACKAGE: (See Information Bulletin 512 for information on how to obtain public noticing information. Note: This package is not required for submitted completeness review.)	
4.1	Mailing Labels: Provide owner and occupant mailing labels as follows: 1 set for Process 2 decisions and Substantial Conformance Reviews in the Coastal Overlay Zone or where a prior development permit requires a Process 2 Substantial Conformance Review 2 sets for Process 3 decisions 3 sets for Process 4 and 5 decisions Note: Mailing labels are not required where alternative to mailed notice per SDMC Section 112.0302(c) is requested; however, items 4.2 and 4.3 below will still be required.	Provide at Full Submittal
4.2	Assessors Map(s): Provide assessors Map(s) with 300-foot noticing radius outlined	
4.3	Address lists: Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
4.4	Public Notice Certification: Item 12 of General Application must be completed/signed at full submittal.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements
5.0	TITLE REPORT
5.1	Address: The report is for the subject property.
5.2	Date: The report is dated within 6 months of project submittal.
6.0	MAP REFERENCE MATERIALS: Provide a package labeled "Map Reference Materials" containing the following information:
6.1	Grant Deed: Provide a current Grant Deed. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed.
6.2	Assessor's Map: Provide a copy of the Assessor's Map page(s) identifying the project location.
6.3	Maps & Drawings: Provide copies of all maps, records of survey, and easement drawings referred to in the Title Report or shown on the Tentative Map or Map Waiver exhibit.
7.0	PRIOR DISCRETIONARY APPROVAL DOCUMENTATION
7.1	Copies: Provide a copy of any prior policy approval, subdivision approval, or development permit that gives any entitlements to the property. <u>Include all approved exhibits referenced in the permit.</u>
8.0	LETTER OF REQUEST
8.1	Letter Outline: Provide a letter that outlines all of the proposed actions in detail. For Home Occupations, include a floor plan of the dwelling and indicate the proposed home office location.
9.0	GENERAL REQUIREMENTS - ALL PLANS
9.1	Scale: Plans must be legible and drawn to scale on a minimum sheet size of 24" x 36". The architectural site plan, grading plan, topographic map, and landscape plans shall be prepared on the same scale.
9.2	Folded Plans: Each plan sheet must be folded separately to an 8 1/2" x 11" size with the Title Block facing out. Plan sets with 20 or more sheets may be bound (stapled), and do not have to be folded.
9.3	Title Block: A title block should be on all plans in the lower right hand 8 1/2" x 11" space of each sheet Include the following: Sheet Title (Site Plan, Grading Plan, Tentative Map, etc.); Sheet number and total sheet count (sheet __ of __); Original Drawing Preparation Date; and Revision Date(s).
9.4	Development Summary: Provide, in a table format, the following information on the first sheet of the plans (generally the Title Sheet or Site Plan) <ul style="list-style-type: none">• Bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, <u>and the required discretionary permits/approvals.</u>• Project Team - List name and phone number of all consultants, including engineers, architects, designers and contractors• Legal description and Assessor Parcel Number(s) for the property that the development is proposed on• Owner's name and address• Type of construction and Occupancy Classification per the California Building Code• Zoning designation and/or overlay zone designations• Gross site area, floor area and floor area ratio (if applicable)• Existing and proposed uses• Year constructed for all existing structures on the lot, including existing structures to be demolished.
9.5	Conditional - Variance Findings: If the request includes a variance, provide the variance findings on the first sheet of the plans (generally the Title Sheet or Site Plan) per Municipal Code Section 126.0805

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements
9.6	Conditional - Other Project Data: If the request includes a Conditional Use or Neighborhood Use Permit, include any other data for that use in the Separately Regulated Uses Section of the Land Development Code (e.g., hours of operation, number of children per grade, litter control plan, communications plan, etc.).
9.7	Recommended -Legend: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.
9.8	Recommended - Key Map: Projects requiring multiple base sheets to depict the entire property must include a graphic key map on each sheet that indicates its relationship to the entire project.
10.0	DEVELOPMENT PLANS (Includes Site Plan, Project Cross Sections, Disabled Accessibility Plans, Floor Plans, Elevations, Roof Plans, Sign Plans, Grading Plans, Topographic Map and Slope Analysis)
10.1	SITE PLAN - Provide the following detail:
10.1.1	Vicinity Map: Provide a vicinity map indicating the location of the project.
10.1.2	Property Lines: Show and label all property lines, including distances.
10.1.3	Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.
10.1.4	Setback Lines: Show and label all required and proposed setback lines.
10.1.5	Easements: Show and label all existing and proposed easements - identify type. If none, please note.
10.1.6	Bus Stops: Show and label all existing and proposed bus stops. If none, please note.
10.1.7	Street Improvements: Show and label location and width of existing/proposed streets, sidewalks, curb cuts and driveways, and curb-to-property line distances. Label as existing or proposed.
10.1.8	Off-Street Parking: Show all off-street parking spaces that are not within a structure.
10.1.9	Drainage: Show Drainage Patterns (if not already provided on Grading Plan)
10.1.10	Site Section Lines: Provide labeled site section lines.
10.1.11	Buildings/Structures: Show location & dimensions of existing (to remain) and proposed buildings and structures, use of all existing (to remain) and proposed structures, including number of stories.
10.1.12	Conditional - Parking Calculations: For Multiple Dwelling Units and Non-residential projects, label any disabled spaces, and provide parking calculations.
10.1.13	Conditional - Utilities: When proposing work in the right-of-way or where landscape plans are required, show all existing and proposed utilities on the site or in the adjacent right-of-way such as hydrants, vaults, transformers and poles, water services/meters and sewer mains/laterals/cleanouts. Reference existing City drawings numbers for existing improvements. If none, please note.
10.1.14	Recommended - Refuse & Recycling Areas: Show and label the location and dimensions of refuse and recycling materials storage areas as required per 142.0810 (single family residential development exempt).
10.1.15	Recommended - Projections: All architectural projections including stairs, balconies & eave overhangs
10.1.16	Recommended - Adjacent Land Use: Where property development regulations have additional requirements for projects abutting residentially zoned properties (e.g., landscaping, parking lot screening, additional setbacks, etc.), include the zoning designation for the adjacent parcels on the site plan.
10.2	Conditional - DISABLED ACCESSIBILITY PLANS (May be shown on site plan)When proposing non-residential development or multi-family residential development (other than single family dwellings, town homes, row homes (per Building Newsletter 5-7), and multi-family dwellings of 3 units or less), the following disabled accessibility information must also be provided:

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
10.2.1	Accessible Routes Within Project Boundary: Show at least one accessible route within the boundary of the site from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.	
10.2.2	Accessible Routes Between Buildings: When more than one building or facility is located on a site, show accessible routes of travel between buildings and accessible site facilities.	
10.3	Conditional - SITE SECTIONS: When proposing changes to the existing footprint or site, applicants are required to submit a minimum of two separate cross sections of the <u>site</u> viewed from different directions. The level of detail on cross-sectional drawings may vary depending on the scope of the project.	
10.3.1	Limit of Work: Show the property line, limit of work line and, when proposing work the public right-of-way, show the public right-of-way, easements and curb-to-property line distances.	
10.3.2	Grade: Clearly show and label existing and proposed grades. If existing and proposed are the same, label as such.	
10.3.3	Spot Elevations: Show spot elevations (based on topographic source, not assumed datum) at all high points, low points, changes in gradients, corners of structure foundations and finished floor levels, and where necessary, clearly indicate the proposed grading design.	
10.3.4	Structures: All structures must be shown and labeled including buildings, retaining/crib walls, roadbeds, walls curbs and driveways.	
10.3.5	Building Height: Indicate building heights as defined by LDC Section 113.0270.	
10.3.6	Ceiling Heights: Show all building floor and ceilings and provide dimensions as measured from floor to floor and floor to roof in order to verify gross floor area. This information may be presented in a separate building section. See LDC Section 113.0234 for a detailed explanation on calculating Gross Floor Area.	
10.3.7	Fence/Wall Height: Indicate fence/wall heights as defined by LDC Section 113.0270.	
10.4	FLOOR PLAN - Not required for Neighborhood Use or Conditional Use Permits where the proposed use is not conducted inside a building (e.g., communications antennae, signs, parking facilities, etc.).	
10.4.1	Room Labels: Label each room according to its existing and proposed use.	
10.4.2	Floor Levels: Indicate all floor levels (i.e. ground floor, second, third, etc.).	
10.4.3	Exterior Dimensions: Show all exterior dimensions of buildings and structures.	
10.4.4	Doors and Windows: Location of all doors and windows.	
10.4.5	Stairways: Indicate the location and direction of all stairways.	
10.4.6	Conditional - Demolition Floor Plan: Where portions of any structure within the Coastal Overlay Zone or a Designated Historic Structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows all walls, windows and doors changed, exterior walls enclosed by new construction, areas where top/bottom plates, and studs have been removed, changed and/or modified. Include a wall matrix listing all walls in both linear feet and percentages removed and remaining. Note: Removal of more than 50 percent of the existing exterior walls requires a Coastal Development Permit per Municipal Code Section 126.0704.	
10.5	ELEVATIONS - Photographs may be provided in lieu of drawings where there are no proposed exterior modifications to buildings, including signs, antennae, etc.	
10.5.1	Separate Elevations: Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be accurately scaled and fully dimensioned.	
10.5.2	Grades: Clearly show and label existing and proposed grades. If existing and proposed are the same, label as such.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
10.5.3	Finished Floor Elevations: Indicate all finished floor elevations, based on the topographic source, not an assumed datum.	
10.5.4	Building Heights: Indicate building heights as defined by LDC Section 113.0270.	
10.5.5	Conditional - Exterior Materials: For Coastal Development Permits and projects within Planned Districts: Indicate exterior building materials and colors of exterior materials.	
10.5.6	Recommended - Architectural Details: Show and label exterior architectural details and location of all windows.	
10.5.7	Recommended - Elevation for Each Building: If more than one building, clearly label each building elevation to distinguish one from the other.	
10.6	Conditional - ROOF PLAN: Roof plans are used to analyze a project's compliance with rooftop equipment screening regulations and, in combination with other required drawings, to help determine the height of a structure. Single family projects that meet all of the following criteria do not need to provide a roof plan at the time of project submittal: 1) the project is located outside of the Coastal Zone, 2) proposes only single story, flat roofed structures, and 3) proposes no equipment on the roof of any structure.	
10.6.1	Spot Elevations: Show and label spot elevations (based on topographic source, not assumed datum) for all roof peaks, ridges, low points.	
10.6.2	Roof Design: Show all hips, valleys and ridges.	
10.6.3	Screening Elements: Indicate any mechanical equipment and details of any architectural screening element. If none, please specify.	
10.7	Conditional - SIGN PLAN: Required where signs are requested as part of the development permit.	
10.7.1	Signs on Elevations: Show all signs as part of each elevation including walls signs, roof signs, and ground signs, and include the following details:	
10.7.2	Dimensions: Show the dimensions of all signs, including height and total sign copy area.	
10.7.3	Illuminated Features: Show illuminated features.	
10.7.4	Letter Size and Style: Show the letter size and style.	
10.7.5	Ground Sign Elevation: Show the elevation view of each ground sign (wall and project signs should be part of the building elevations).	
10.7.6	Color and Materials: Show or label the color and materials of all signs.	
10.7.7	Allowable Sign Area Calculation: Include the allowable sign area calculation on the plans.	
10.8	Conditional - GRADING AND DRAINAGE PLANS: Grading and Drainage Plans are required for all projects proposing site work, additions to structures, or new structures where any portion of the property has slopes that are 25% (4:1) or greater. Required for projects proposing additions to structures or new structures where the addition or structure exceeds 24 feet in height as defined by the Land Development Code and where there is an overall existing grade differential of 4 feet or more between the highest point and lowest point of grade on the property. Required for projects proposing to alter the grade of 50% or more of the area of the property, independent of the steepness of the property.	
10.8.1	Grading Tabulations: Provide the following tabulations on the grading plans: Total amount of site to be graded: Area _____, % of total site _____. Amount of cut: _____ cubic yards and Maximum depth of cut: _____ feet Amount of fill: _____ cubic yards and Maximum depth of fill: _____ feet Maximum height of fill slope(s): _____ feet _____ slope ratio. Maximum height of cut slope(s): _____ feet _____ slope ratio. Amount of import/export soil: _____ cubic yards. Retaining/crib walls: Length _____ feet; maximum height _____ feet.	
10.8.2	Contour Lines: Show existing natural grades and proposed finish grades with two-foot contours and spot elevations for the entire site and within 50 feet of the site boundaries. Reference the topographic source of information, datum, date and company's name that prepared the information.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
10.8.3	Property Lines: Show and label the property/subdivision boundary, including bearings and distances.	
10.8.4	Retaining Walls: Show all retaining walls, crib walls, etc. including spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall.	
10.8.5	Impervious Surfaces: Show all buildings, structures and edges of all pavement and other impervious surfaces.	
10.8.6	Stamped: All plans must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, registered architects and registered landscape architects.	
10.8.7	Conditional - Public Utilities: When proposed public works or existing public utilities will be impacted, show location, size and materials of all existing and proposed public utilities (may be shown on separate drawing at the same scale as grading plan). Reference existing City drawing numbers for existing improvements.	
10.8.8	Conditional - Improvements: When proposed grading will impact existing and proposed improvements, show all existing and proposed off-site improvements such as streets, alleys and curbs.	
10.8.9	Conditional - Environmentally Sensitive Lands: When present, show the boundary lines of all sensitive areas such as steep hillsides (25% or greater slope), Multiple Habitat Planning Area, sensitive biological resource areas, etc. (LDC Sec. 143.0110)	
10.8.10	Conditional - Slope Gradients: For all manufactured slopes, show labels of all slopes gradients (if variable slope indicate graphically on plans).	
10.8.11	Conditional - Limit of Construction: Where any portion of the lot will remain undisturbed, show limit of construction operations and/or disturbance with a line and with labels clearly indicating areas to remain undisturbed.	
10.8.12	Recommended - Off-Site Grading: Show any proposed off-site grading. A letter of consent from the adjacent property owner will be required.	
10.8.13	Recommended - Drainage Patterns: Show enough grading information to clearly demonstrate drainage patterns and direction of surface water flow for the entire site and on adjacent streets.	
10.8.14	Recommended - Drainage Systems: Show existing and proposed surface and sub-surface drainage control systems and structures along with written description of the drainage method.	
10.8.15	Recommended - Drainage Swales: Show centerline of all existing and proposed surface drainage swales.	
10.8.16	Recommended - Grading Design: Show spot elevations (existing and proposed) at all high points, low points, changes in gradients, changes in elevations (e.g. stairs, curbs, etc.), corners of structures, finish floor elevations, drainage inlets and outfalls, manhole rims and inverts, drainage patterns and any other locations necessary to indicate the proposed grading design.	
10.8.17	Recommended - Easements: Show all existing and future dedicated easements. List all horizontal and vertical restrictions. In utility easements, show all pressurized irrigation lines and electrical lighting conduits.	
10.9	Conditional – TOPOGRAPHIC MAP (May be included with grading or site plan): Required for projects proposing 1) site work, additions to structures, or new structures where any portion of the property has slopes that are 25% (4:1) or greater; or 2) additions to structures or new structures where the addition or structure exceeds 24 feet in height and where there is an overall grade differential of 4 feet or more on the property. For all other projects , City topographic map information may be shown on plans as existing topography.	
10.9.1	Scale: Prepared at the same scale as the project's site, grading and landscape plans.	
10.9.2	Contours: Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevation are called out as necessary for the analyst to properly understand the character of the site.	
10.9.3	Spot Elevations: Show all spot elevations (called out as necessary for the analyst to properly understand the character of the site). Not required when City topographic maps are used.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
10.9.4	Site Features: Show existing site features such as roadways, easements or utilities, structures, and existing vegetation within 50 feet of the site boundaries.	
10.9.5	Professionally Prepared: All plans must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, registered architects and registered landscape architects.	
10.9.6	Conditional - Slope Analysis: Required for all projects subject to the Environmentally Sensitive Lands regulations for Steep Hillides (section 143.0110) The slope analysis is based upon a topographic map with contour intervals not exceeding five (5) feet. The slope analysis shall graphically illustrate the following slope categories and the percentage (%) by acres for the entire property: Slopes less than twenty-five percent (25%); slopes twenty-five percent (25%) to thirty-five percent (35%); and slopes greater than thirty-five percent (35%). The slope analysis should also graphically illustrate and quantify any area proposed for encroachment, as defined by the Municipal Code.	
11.0	LANDSCAPE DEVELOPMENT PACKAGE - This package consists of the Landscape Plan, Revegetation Plan, Erosion Control Plan, and/or Brush Management Plan.	
11.1	Conditional - LANDSCAPE PLAN: Refer to Municipal Code Table 142-04A in Section 142.0402. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan. The intent of the Landscape Plan is to illustrate that the landscape design concepts are consistent with the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations such as Fence & Walls, Grading, and guidelines for Steep Hillides, Coastal Bluffs and Beaches.	
11.1.1	Landscape Calculation/Diagram: Provide the Summary Calculations and the yard/vehicular use area diagram on the landscape plans.	
11.1.2	Site Development Features: Provide consistency between the landscape plan, site plan and grading plan by providing the same scale and labeling all site development features and use areas, such as retaining walls, existing trees and shrubs to remain, contoured slopes and gradients, streets, buildings, sidewalks, driveways, parking areas, MHPA and MSCP area boundaries, recreational and open space areas, and planting in the public right-of-way or easements.	
11.1.3	Street Trees: Show all required street trees and proposed utilities located within the public right-of-way, including underground water, sewer, gas, overhead and underground electric and telephone cables.	
11.1.4	Legend: Provide the following information in the legend, by category (e.g., trees, shrubs and ground cover): <ul style="list-style-type: none"> • Symbol for all proposed plant materials • Botanical names and common names (Provide more than two selections under each symbol.) • Quantities of plant material and on center spacing for ground covers • Breakdown in percentages of the various container sizes of each symbol (e.g. 25 percent, 24-inch-box; 50 percent, 15-gallon; 25 percent, 5-gallon) • Mature height/spread of trees and shrubs • Form and function of each plant symbol, such as broad headed canopy shade tree, vertical evergreen screening shrubs 30" min., etc. • Symbols for existing plan material to remain 	
11.1.5	Irrigation and maintenance notes: Indicate the proposed methods and types of irrigation systems. Indicate who will be responsible for the landscape maintenance (e.g., Homeowners Association, LMD, Owner etc.)	
11.1.6	Existing Trees & Shrubs: Show all existing trees (two-inch caliper or greater) and shrubs to remain. Identify trees and shrubs with a dashed symbol, define limits of drip lines, and label height and spread.	
11.1.7	Commercial and Industrial Projects - Identify and label all paving materials that meet the definition of hardscape per Municipal Code Section 142.0405 (c) (1) (e.g., stamped concrete, brick, pavers etc.).	

Item No.	Requirements	
11.1.8	Master Street Tree Plan for Tentative Maps: Provide a master street tree plan with the following <ul style="list-style-type: none"> • Provide the location of each tree within the public rights-of-way or landscape easements for private streets and driveways • Provide the locations of all proposed underground and overhead utilities stubbed out to the property lines • Provide a legend with the same criteria as legend above • Provide, at a larger scale, a typical lot configuration for smallest lot widths in the development. 0Dimension the minimum lot widths, maximum driveway widths, forty square foot area for the street tree and typical utilities. 	
11.1.9	Recommended - Design Statement: Provide a design statement that verbally describes the theme and or design intent of the project, covering such items as planting themes, site amenities, recreational open space, pedestrian circulation, pedestrian scale, ADA considerations, water conservation, etc.	
11.1.10	Recommended - Slopes: Show all existing and proposed slopes and berms. Provide labeled contour lines, both existing and proposed, and/or slope gradient with top and bottom of slope spot elevations.	
11.1.11	Recommended - Yards: Graphically delineate required yards (e.g., street yard, remaining yard and vehicle use areas).	
11.2	Conditional - REVEGETATION AND EROSION CONTROL PLAN: Refer to Municipal Code Table 142-04F (May be included with Landscape Plan when labeled as such and the plan has sufficient clarity.)	
11.2.1	Site Development Features: If revegetation plan is separate from the landscape plan, include the same site development features as identified in the Landscape Plan requirements.	
11.2.2	Revegetation Program - Provide a description of the proposed revegetation program with the following information <ul style="list-style-type: none"> • Type of habitat by area • Type of irrigation (i.e., surface set, micro spray system) • Time of year for planting container stock • Specific planting techniques • Time of year for hydro seeding specific seed mixes and percentage of coverage required • Time for establishment • Maintenance and success criteria • Monitoring schedule 	
11.2.3	Erosion Control Plan - Provide a non-irrigated hydro seed mix for soil and wind erosion.	
11.2.4	Legend: Provide the following information in the legend, by category (i.e., the distance from areas with native or naturalized vegetation): See Municipal Code Table 142-04F for additional information <ul style="list-style-type: none"> • Symbols for all proposed plant materials • Botanical names and common names (provide more than two selections under each symbol) • Pounds per acre of seed mixes, on center spacing of container stock and root cuttings • Breakdown, in percentages, of the various container sizes of each symbol (e.g. 10 percent, 24-inch-box; 20 percent, 15-gallon; 20 percent, 5-gallon; 25 percent 1-gallon and 25 percent liners) • Mature height /spread of trees and shrubs • Form and function of each plant symbol, such as small canopy tree or shrub, fire retardant/deep rooting ground covers for erosion control; small naturalizing flowering shrub for visual blending with existing habitat and deep rooting for erosion control, etc. 	
11.3	Conditional - BRUSH MANAGEMENT PLAN: Refer to Municipal Code Table 142-04H (May be included with Landscape Development Plan when labeled such and the plan has sufficient clarity). Note: Alternative Compliance is not an option under the Municipal Code.	
11.3.1	Design Method: Provide a statement describing the method of design and the criteria used in developing your brush management plan. Refer to LDC Sections 142-0412 (c) (d) (e) (f) & (i)	
11.3.2	Site Development Features: If brush management plan is separate from the landscape plan, include the same site development features as identified in the Landscape Plan requirements.	

Item No.	Requirements	
11.3.3	Brush Management Plan : Provide a brush management plan with the following: <ul style="list-style-type: none"> • Structure setback from all slopes steeper than 25% and over 50 feet in vertical height • Zones One and Two graphically shown, dimensioned and labeled • Provide zone one and two requirements (LDC Sections 142-0412 (g) & 142-0412 (h)) • Symbols on the plan and in the legend that clearly represent the planting scheme in Zones 1 and 2 	
11.3.4	Brush Management Program: Provide a description of the proposed Brush Management program with the following information [refer to LDC Sections 142.0412 (g), (h)] <ul style="list-style-type: none"> • Detailed description of the implementation for each Zone, including the method of thinning/pruning in Zone 2 • Long-term maintenance program and notes (including time of year for thinning for each Zone and responsible party for monitoring the maintenance) 	
11.3.5	Table: Provide Table 142-04H indicating the Zone depths that the Brush Management plan was designed under.	
12.0	TENTATIVE MAP: These maps must be in the format as described in the Subdivision Manual and be in conformance with the Subdivision Map Act and regulations in the Municipal Code.	
12.1	Stamped/Signed: All plans must be prepared and stamped by professionals allowed and licensed to prepare tentative maps by the California Business and Professions Code. These professionals include a Professional Land Surveyor (PLS) or a Registered Civil Engineer (RCE) with a registration up to RCE 33965.	
12.2	Dimensions: Plans must be fully dimensioned.	
12.3	Vicinity Map: Provide a vicinity map locating the site. Include freeways, major arteries and local collectors.	
12.4	Property Lines: Show and label all property lines, including distances.	
12.5	Setbacks: Show and label all required and proposed setback lines.	
12.6	Easements: Show and label all existing and proposed easements - identify type. If none, please note.	
12.7	Water/Sewer Facilities: Show and label all proposed water and sewer facilities (off-site and on-site).	
12.8	Public Improvements: Show and label location and width of existing/proposed streets, sidewalks, bus stops, curb cuts and driveways, and curb-to-property line distances. Label as existing or proposed.	
12.9	Buildings/Structures: Show location of all existing and proposed buildings and structures, use of all existing and proposed structures, including number of stories, square footage, square footage of each residential unit, and the date(s) of construction.	
12.10	Legal Description: Provide complete legal description and Assessor's Parcel Number(s)	
12.11	Zoning, Site Area, Number of Parcels or Units	
12.12	Conditional - Utilities: When proposed and existing utilities will be impacted, show all existing and proposed utilities on the site or in the adjacent right-of-way, such as hydrants, vaults, transformers and poles, water and sewer facilities (off-site and on-site). Call out existing sewer facilities as "private" if not public. Reference existing City drawing numbers for existing improvements. If none, please note.	
12.13	Conditional - Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.	
12.14	Conditional - Parking: Where the tentative map is <u>not</u> in conjunction with a development permit, show all off-street parking spaces that are not within a structure and label any disabled spaces.	
12.15	Conditional - Drainage Patterns: Where grading plans are not provided, show drainage patterns on the tentative map.	
12.16	Conditional - Condominiums: Include the number of condominium units (residential and commercial) and the number of bedrooms in each residential unit.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements	
12.17	Conditional – Geotechnical Study: A geotechnical study is required for all tentative map applications to create additional parcels/lots. To determine which type of study is required, see Information Bulletin 515, “Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements.”	
13.0	MAP WAIVER EXHIBIT	
13.1	Wavier Request: Include a statement of which map you are requesting to be waived (the tentative map, parcel map/final map, or both).	
13.2	Legal Description: Provide complete legal description and Assessor’s Parcel Number(s)	
13.3	NAD 27 and NAD 83 Coordinate Index	
13.4	Vicinity Map: Provide a vicinity map locating the site. Include freeways, major arteries and local collectors.	
13.5	Zoning, area, number of parcels or units (plus number of bedrooms per unit for multi-family residential)	
13.6	Property Lines: Exterior, boundary and, if needed, proposed interior lot lines.	
13.7	Monuments: Monuments of record (sufficient enough for Parcel Map requirements) tied to boundary.	
13.8	Dimensions: Centerline to property line and curb to property line dimensions.	
13.9	Easements: Easements of record.	
13.10	Streets: Public and private streets and access points.	
13.11	Contours: Contours or spot elevations (enough to establish drainage pattern)	
13.12	Public Facilities: Location, type and size of: <ul style="list-style-type: none"> • Curbs, gutters and sidewalks • Sewer facilities • Water facilities • Drainage facilities • Trash disposal facilities • Fire protection facilities • Driveways • Other public utilities. 	
13.13	Buildings/Structures: Show location of all existing and proposed buildings and structures, use of all existing and proposed structures, including number of stories, square footage, square footage of each residential unit, and the date(s) of construction.	
13.14	Parking Spaces: Location and number of parking spaces.	
13.15	Land Surveyor’s or Engineer’s Info: Legible Land Surveyor’s or Engineer’s registration number, expiration date, address, telephone and FAX numbers.	
14.0	OTHER TECHNICAL STUDIES: These studies may or may not be required at the time of project submittal. Depending on the nature of your project, they may be required after the first review cycle.	
14.1	Conditional - Geotechnical Study: A geotechnical study is required for all tentative map applications to create additional parcels/lots. To determine if a geotechnical study is required for all other development projects (e.g., Coastal Development Permit, Site Development Permit, etc.) and which type of study is required, see Information Bulletin 515, “Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements.”	
14.2	Recommended - Drainage Study: A drainage study includes determination of storm run-off (hydrology) and design and sizing of the storm drain facilities (hydraulics). A drainage study is also known as hydrology or hydraulic calculations, prepared by a registered civil engineer per the latest edition of the Drainage Design Manual. A design map(s) should be prepared for each drainage study.	

Project Submittal Requirements**Development Permits / Approvals**

Item No.	Requirements
14.3	Recommended - Water & Sewer Studies: Separate Water and Sewer Studies may be required when new mains are proposed and when connections are proposed to existing City mains. The water and sewer studies are prepared by a registered civil engineer, per the Water and Sewer Design Guides, and are reviewed for acceptance by the Water and Wastewater Review Sections. The studies must be separate and include drawings of all existing and proposed work and new/existing roadways. Calculations for determining water and/or sewer main sizes in regards to the designated zoning areas (i.e., commercial, residential) must also be included. Where proposed sewer mains are deeper than 12 feet, a soils analysis is also required.
14.4	Recommended - Traffic Study: A traffic study may be required if any intersection or roadway segment affected by a project would operate at Level of Service E or F under either direct or cumulative conditions. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999.
14.5	Recommended - Noise Study/Report: A noise study may be required if the proposed project produces or would be subject to noise level exceeding 65 dB CNEL at exterior areas or 45dB CNEL for interior areas. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999 and the City of San Diego Acoustical Report Guidelines.
14.6	Recommended - Biology Survey/Report: If biological resources are present on your site, a survey must be conducted to determine the nature and extent of the biological resources. The survey/report should identify the number and extent of each type of biological resource found on the site. For more information see the City of San Diego Significance Determination Guidelines under CEQA, Revised May 1999, City of San Diego Guidelines for Conducting Biological Surveys, October 1998, and the Land Development Manual Biology Guidelines, January 2000.
14.7	Recommended - Historical Survey/Archaeological Report: If historical resources are present on your site, a historical survey may be required to determine the nature and extent of the historical resources. For more information, see the City of San Diego Historical Resources Guidelines, adopted September 28, 1999, amended June 6, 2000 by Resolution No. R-293254-3.
15.0	FEES [See Information Bulletin 503] Checks must be made payable to the "City Treasurer" in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.